



Toolbar Customization in WorkFlows

This tutorial will walk you through adding and removing wizards from your groups. As a quick reminder, groups are the expandable boxes of wizards on the left-hand side of WorkFlows. For this example, we are going to add the "Trap Holds" wizard to the Holds group.

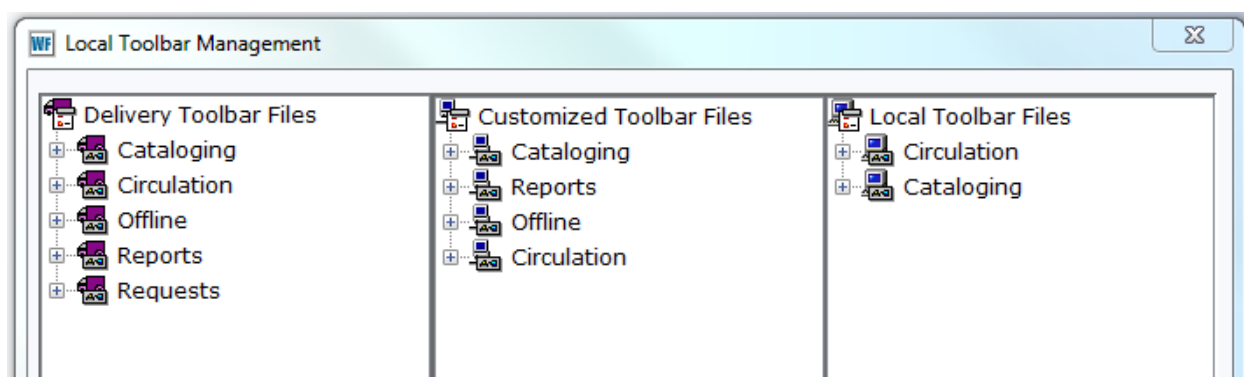
You can see on the right that I do not currently have an Onshelf Items wizard in my Holds group.



To add it, navigate to:

Preference > Desktop > Current Toolbar > Local Toolbar management

★ If there are no toolbars listed under the Local Toolbar Files column on the far right, you'll need to select a toolbar (Circulation, Cataloging, etc.) from either the left or center column and right click and choose Copy to Local.

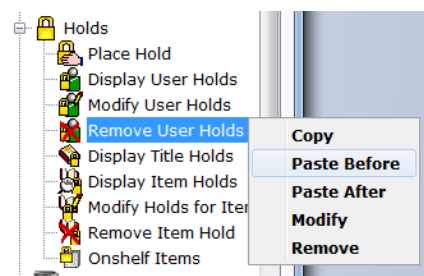


Find the wizard you want to add by expanding  the groups in the left or center column.

Use Right Click to Copy

All Customizations are done in the Right Column

Use Right Click to Paste Before or Paste After to place the wizard where you want it.





Once you've got the wizards you want included on your toolbar, click the Close button at the bottom of the Toolbar Management box. Your new wizards should appear on your toolbar.

Success!

You can also reorder your wizards using this same technique: Open the Local Toolbar Management, Copy the wizard you want to move, Delete the wizard, and then paste it in the location that you want it.

For more information, check out:

[Desktop Setup and Local Toolbar Management \(video tutorial\)](#)